



U.S. General Services Administration

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MEMORANDUM FOR HEADS OF SERVICE AND STAFF OFFICES  
REGIONAL ADMINISTRATORS  
DEPUTY REGIONAL ADMINISTRATORS

FROM:

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SUBJECT:

Telework Policy and Timekeeping Guidance

The Offices of the Chief Financial Officer (OCFO) and the Chief Human Capital Officer (OCHCO) remind you of your responsibility to ensure that GSA's Telework program is implemented properly within your organizations. In addition to carrying out the program, your managers, supervisors, and timekeepers also have the responsibility of accurate recordkeeping. To assist you, the OCFO National Payroll Center recently implemented new timekeeping codes in the Electronic Time and Attendance Management System (ETAMS). Proper use of these codes will allow us to monitor and report on our use of telework within the agency.

The new ETAMS Telework codes reflect existing agency policy and are designated for employees working away from their principal place of duty, at locations such as their home, a Telework center or an alternate location. The four new codes are listed and defined below. For more detailed guidance on how to code Telework time on the employee's timecard in ETAMS, please refer to the instructional memorandum dated October 2, 2006, on the GSA National Payroll Center web portal at [www.gsa.gov/payroll](http://www.gsa.gov/payroll). Click on the "NPC Newsletters" tab on the left side of the screen.

GSA's policy on Telework is included in GSA OAD P 6010.4 Time and Leave Administration Handbook, Chapter 12 and available on the GSA Insite by accessing HR, Pay & Leave/ Benefits/Telework. Laws and regulatory guidance on Telework may be found at [www.telework.gov](http://www.telework.gov).

### **Telework – Codes 90, 91, 92, 93**

Below are definitions of the new Telework codes:

- a. **Code 90 – Periodic or Intermittent Arrangements.** Infrequent periods of time when projects/assignments have short turnaround times and/or require intense concentration. An informal, verbal agreement between employee and supervisor is the only requirement.
- b. **Code 91 – Short-Term work-at-home arrangements.** Occasional or short periods usually scheduled for six months or less. A written telework agreement is required.
- c. **Code 92 – Long-Term work-at-home arrangements.** Regularly scheduled arrangement, designed to last over six months. Typically, this is scheduled for one year and may be extended based on an annual basis by mutual agreement between employee and supervisor. A written telework agreement is required.
- d. **Code 93 – Telecommuting Centers.** GSA offers telework arrangements at established satellite work centers. Typically, such centers house employees of more than one agency and include work spaces and equipment common to the normal office environment. A written telework agreement is required.

Please use this memorandum to remind your managers of the regulations surrounding the GSA Telework program and their responsibility for ensuring the proper timekeeping in ETAMS.

Audit Report Number A050197/O/F/F07005, Review of GSA's Telework Program, includes the recommendation that "the Chief Human Capital Officer (CHCO) implement monitoring controls by developing an agency-wide tracking system or database to identify associates who are participating in the Telework Program," as its recommendation number 2. Implementation of these ETAMS codes responds to that recommendation. The Audit Report also includes the recommendation that the CHCO "review the agency's current telework guidance and update as necessary in accordance with recent guidance issued by OPM," as its recommendation number 3. In response to this recommendation, CHCO will undertake an update of agency telework policy based on guidance issued by OPM. Such an update includes the potential for change to the definitions reflected in the ETAMS codes. At this time, the codes are consistent with OPM policy on telework; however, these codes will be reviewed for continued consistency with updated agency policy as part of the overall CHCO response to the IG Report.

For questions regarding the GSA Telework program, please contact GSA Telework Coordinator Marge Higgins at 202-501-3764 or [marge.higgins@gsa.gov](mailto:marge.higgins@gsa.gov); or your local Telework Coordinator. A list of Telework Coordinators is available on InSite.

For ETAMS timekeeping questions on Telework codes, please contact either the FEDdesk Helpdesk on 816-823-3035 or at [feddesk.helpdesk@gsa.gov](mailto:feddesk.helpdesk@gsa.gov).

Questions may also be directed to the GSA NPC Customer Service Representatives on 1-800-676-3690, x33900 or at [KC-Payroll.Finance@gsa.gov](mailto:KC-Payroll.Finance@gsa.gov).